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## Office Memorandum • UNITED STATES GOVERNMENT

TO : Procurement Branch Desk Officers

DATE: 6 March 1964

FROM : Ch/GL/P

SUBJECT: Fragmentary Maps - Enclosures to Intelligence Reports

1. The subject of the disposition of fragmentary maps attached to intelligence reports has been discussed with the OOR/Documents Division. They have agreed on the following procedures:

- a. those maps that appear complete and stand by themselves (not intimately tied to the report) will be routed to D/GL for retention,
- b. fragmentary maps, including sketches and overlays, will be filmed by the CIA Library, and the hard copy will be sent to D/GL

2. D/GL will be responsible for retrieval and customer service for those items included in 1.a. above, since they will not be microfilmed by the CIA Library. We will not be responsible for service on those items in 1.b. The Desk Officers should review the items in 1.b. for possible inclusion in the fragmentary map file which has now been established in D/GL. Info Control will continue to make white slips for those reports with frag map enclosures. The Desk Officer, when the map is filed as fragmentary, will write on the slip the FOOO number and subject code and return these to Info Control.

## Distrib:

- 1 - Desk Officer
- 1 - Ch/GL
- 1 - Info Control
- 1 - GL/R
- 1 - GL/C
- 1 - File

DOCUMENT NO. 14

NO CHANGE IN CLASS

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CLASS. CHANGED TO: TS S C

NEXT REVIEW DATE: \_\_\_\_\_

AUTH: HR 70-2

DATE: 6 Jan 80 REVIEWER: 018557~~CONFIDENTIAL~~